



DEPARTMENT OF Management & Budget

Partners in achieving excellence

OUR FOCUS

DMB will be the leader in providing high-quality cost-effective business services with a highly skilled and diverse workforce. We are problem solvers. We anticipate customer needs and partner to ensure the right business decision is made *every time*. We do our job so that our customers can focus on their core roles and responsibilities. Our goal is that customers will find working with us to be an easy, productive, and worthwhile experience.

OUR SERVICES

We provide a diverse range of business services to meet the needs of our customers – State agencies and departments, local governments, school districts, colleges and universities, and non-profit hospitals:

- Purchase goods and services
- Supply printing, mailing and transportation services, warehouse goods and process state and federal surplus of personal property
- Manage the State's fleet operations including vehicle acquisition, maintenance, disposal and fuel management
- Manage and maintain State office buildings and provide parking and security for those State facilities
- Strategically manage the State's portfolio of owned and leased space, including land and surplus property dispositions of real property
- Provide facility design and construction management services
- Finance major capital outlay projects through the State Building Authority
- Provide state agencies with commercial insurance and administer the Vehicle Self-Insurance fund
- Administer retirement plans and related benefits for Michigan's state and public school employees, judges, and state police; and provide education services to empower our customers in preparing a secure retirement
- Through administrative partnerships, provide internal audit, financial, and human resource services to State departments

OUR COMMITMENT

We ensure high-performing support services and quality processes in a work environment that promotes excellence, teamwork and leadership. We are decision-makers and proactive communicators who work collaboratively with our customers to meet their needs and obtain the best value for our tax dollars. We ensure fiscal integrity and accountability through a strong internal control system. We leverage the State's purchasing power to support Michigan's economy. This commitment defines DMB and our standing within state government.

OUR VALUES

Integrity

- We are reliable. We do what we say we will do.
- We communicate openly, showing fairness and respect for all.
- We honor promises, commitments and relationships.

Excellence

- We personally take pride and responsibility for delivering exceptional service.
- We seek solutions to problems or ways to improve the work environment.
- We work to earn customer respect.

Inclusion

- We treat everyone with equity and fairness, irrespective of status, level and position.
- We communicate timely, honestly and clearly.
- We seek advice and/or information from those who are impacted or touched before decisions are made.

Teamwork

- We actively cooperate to achieve common goals.
- We take responsibility for our actions.
- We carry our fair share of the team's workload.

Growth

- We take responsibility for our professional growth and development.
- We take advantage of opportunities to share our knowledge and skills with others.
- We take time to learn from our mistakes so we can improve.

Fun

- We take time to acknowledge the contributions of everyone and celebrate successes, formally and informally.
- We look for opportunities to get to know each other as people.
- We maintain a positive outlook, even in tough times.

OUR EMPLOYEES

- **Hiring, Selection and Employee Diversity.** We strive to be the employer of choice, with a focus on achieving a high-quality, diverse workforce. We recruit and select candidates using a competitive hiring process designed to identify individuals who are the best fit for the work that we do and the values we embrace.
- **Training and Employee Development.** We encourage and support career-long training and development activities, including professional development and participation in applicable professional organizations.
- **Employee Awards and Recognition.** Our department values and recognizes the achievements of its employees through a variety of activities, including an annual department-wide award celebration.
- **Living the Values.** Our employees are encouraged to promote and participate in activities that support our values, professionally and personally, including participation on cross-functional teams, involvement in state-sponsored charitable activities, mentoring, and participation in community outreach programs.
- **Communication.** We use several tools (i.e., interpersonal relationships, iDMB, Intranet, News and Notes) to ensure our employees are well informed about key activities, initiatives, priorities, and achievements.
- **Strategic Planning.** We collectively develop an annual strategic plan that reflects our priorities, determines our direction, and aligns with the Governor's commitments to the people of Michigan.
- **Efficiency Tools and Work Environment.** We identify, acquire, and support technology and other tools to assist our employees in delivering high-quality services at a reasonable cost. We work to ensure safe, healthy work environments for our employees.